

Retrieving your EI Reference Code

1. You will receive an email or text message to the account that you used when you completed your application for **WorkBC Apprentice Services Financial Supports for Apprentices** online.

- The email “Subject” will read: **Apprentice Training Supports - Pre-Approved**
- The email text will say the following:

“Your application for additional Financial Supports for Apprentices has been received. Please visit <http://apply.workbc.ca> to learn about any additional information and requirements related to your application.”

2. Click on <https://apply.workbc.ca> to go to the login page. Select the Sign in option.

The screenshot shows the WorkBC Online Employment Services login page. At the top left is the WorkBC logo with the British Columbia flag. At the top right is a 'Français' link. The main heading is 'Welcome to Online Employment Services'. Below this, there is a paragraph explaining that the service provides online access to WorkBC for residents of British Columbia. A second paragraph explains that if currently receiving services through WorkBC, users can securely access their information online and communicate electronically with their WorkBC Centre. A third paragraph explains that users should sign in to find employment opportunities and discover specific services and supports. To the right of this text is a sign-in box with two options: 'Yes, I have an OES account' with a 'Sign in' button, and 'No, I do not have an OES account' with a 'Create an account' button. Below the sign-in box is a section titled 'Links to other resources:' with a list of links: WorkBC, WorkBC Apprentice Services, WorkBC Employment Services, WorkBC Self-Serve Services, WorkBC Assistive Technology Services, and My Self Serve. At the bottom of the page is a navigation bar with links for Home, Disclaimer, Privacy, Terms of Use, Accessibility, and Copyright. On the right side of the navigation bar, it states 'This program is funded by the Government of Canada and the Province of British Columbia'.

Once you have clicked on “Sign in” you will be directed to enter your BCeID User ID and Password to sign in. Please ensure you are using the same BCeID and password you entered when you registered for Online Employment Services.

After entering your BCeID and Password you will be directed to your Logon History. Click “Next”

3. Your Messages inbox will be displayed with the Pre-Approved message bolded in the list of messages. Select the Pre-Approved message in the Message list to view information on applying for Employment Insurance. Additionally, if you navigate to the Applications menu item, your Pre-Approved Apprenticeship Application will display your **EI reference code** as shown below.

The screenshot shows the WorkBC Messages interface. On the left is a navigation menu with items like Applications, Service Requests, Case Details, Employment History, Account Info, and Support. The main area displays a list of messages, with 'Apprenticeship Training Supports - Pre-Approved' highlighted in bold. To the right, the content of this message is shown, starting with 'Hi Tom,' and 'Delete' button. The message text includes instructions on how to apply for Employment Insurance (EI) benefits, such as filing a claim with Service Canada and providing a Record of Employment (ROE). It also lists the EI Reference Code as 5986022012002002.

This screenshot shows the 'WorkBC Apprenticeship Services' application status page. The status is 'Pending'. The application ID is APR24920, reviewed on Mar 05, 2019. The status is 'Awaiting training institution confirmation'. The EI Reference Code is 5907022011002012, with a red arrow pointing to it. On the right side, there are buttons for 'Edit', 'Delete', 'View', and 'Terms of Service'.

If you have questions about this process you can click on the Support menu item to contact your WorkBC Centre.



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